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Sent: Wednesday, April 28, 1999 5:22 PM
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Subject: Msg I-99-APR-18 (Effective 1 May 99)

UNCLASSIFIED UNCLASSIFIED UNCLASSIFIED

Msg I-99-APR-18

<WORD Enclosure Attached>

Please print the enclosure using MicroSoft Word, not from e-mail.

IMC Effective Date: 1 May 1999 (Effective date < 30 days approved by COL Weimer)

IMC Review Suspense Date: review waived due to coordination already accomplished.

Paragraph 9 contains suspenses to be accomplished within three work days.

From MMD

Subj IMC 13 to USMEPCOM Reg 40-8, 16 Jul 91, Human Immunodeficiency Virus (HIV) and Department Of Defense (DOD) Preaccession Drug and Alcohol Testing (DAT) Program

To HQ USMEPCOM Directors & Special Staff Officers
All Sector and MEPS Commanders

1. This message contains IMC 13 to USMEPCOM Reg 40-8 and becomes effective on 1 May 1999.
2. The attached Word document 40-8ri13.doc (Chap 4), contains all pages with changes. Please note this is an entire chapter change and, since every paragraph has been changed or rearranged, you must remove the old chapter 4 and replace it with the new chapter 4.
3. File this message in front of the regulation until a permanent change or revision supersedes it or when the regulation is rescinded. When MIM-SS receives this IMC, records management NCO will upload it to Electronic Pubs/Forms Library's "Regs" subdirectory and file this message and the attached file under "40-8ri13.doc."
4. This IMC is released for implementation (1 May 99); it has already been coordinated.
5. This IMC contains serious changes in administrative requirements for drug testing and updated procedures for conducting drug testing, completing control logs, screening records, bar coding, packaging specimens, and shipping specimens. Although every paragraph has changed, the most significant changes include:
 - a. Paragraph 4-2b. Commanders appoint technicians to collect specimens, prepare and package them for shipment each day, and verify all procedures were correctly

- implemented and all documents correctly completed. Technicians will countersign memorandums to confirm they understand their duties and to provide original signature and initials. Only after they provide this information, will they perform these duties and initial control logs in signature blocks, rather than signing their full names.
- b. Paragraph 4-15.k.(2)a. Name applicant: Leave blank unless computer generated.
 - c. Paragraph 4-15.k.(2)b. Name observer: Leave blank unless computer generated.
 - d. Paragraph 4-15.k.(2)b. Signature observer: Technician will initial individually for each specimen collected.
 - e. Paragraph 4-14. This paragraph requires all MEPS to use Delrina FormFlow to prepare all drug testing forms and labels. Read this paragraph carefully because the laboratory will cancel improperly packaged specimens and specimens without bar coded labels and forms.
 - f. Paragraph 4-15. This paragraph shows instructions for completing bar coded urine sample custody document. Read this paragraph carefully because the laboratory will cancel all specimens with incorrect or incomplete forms.
 - g. Paragraph 4-16. Introduces a new drug and alcohol testing control log. This control log requires applicants' signatures rather than printed names and signatures, technicians' initials rather than signatures, technicians to annotate all results; technicians to show source of results; verifier initials and dates; and receivers' initials and dates.
6. Change USMEPCOM Reg 40-8, 16 July 1991, as follows:
- | | |
|------------------|------------------|
| Remove pages | Insert Pages |
| 4-1 through 4-18 | 4-1 through 4-25 |
7. Since every paragraph was changed or rearranged, only the chapter number is marked by a star (*).
 8. File this change in front of the publication. Annotate the top right hand corner of the change title page to indicate incorporation of changes, date and sign.
 9. Because of the seriousness of the changes contained in this IMC, all Commanders will accomplish the following within three working days of its receipt:
 - a. Acknowledge receipt of this change in writing to Sectors.
 - b. Provide copies of this change to all members of the Medical Section and all other MEPS personnel involved with drug testing.
 - c. Review this change with all members of the Medical Section and all other MEPS personnel involved with drug testing.
 - d. Once copies have been disseminated and review has been accomplished, make the following entry on this page and sign and date the entry: "I have discussed this change to USMEPCOM Reg 40-8 with every member of the Medical Section and all other MEPS personnel involved with drug testing. All members understand the provisions of this regulation change." Fax a copy of this page and the Commander's statement to Sector.
 10. For MEPS: This message requires implementation on 1 May 1999.
 11. Sectors and Directorates should address comments to Carolyn Carson, Program Manager, at (847) 688-3680, extension 7138.

***Chapter 4**
Drug Testing

4-1. Accepting results from other sources

Transcribe drug and alcohol results from documents provided by sources outside USMEPCOM only in the following instances:

- a. Tests were done in military medical treatment facilities overseas.
- b. Air Force Officer Training School candidate test bears an Air Education and Training Command Surgeon Acceptance Stamp dated after the date of test

4-2. Appointment memorandums

a. Commanders will use the memorandum at figure 4-1 to appoint observers and coordinators to observe specimen donation, prepare and package specimens for shipment each day, verify all procedures were correctly implemented, and confirm that all documents were correctly completed. Commanders may appoint people to serve as both coordinators and observers, but those people will not perform both duties on the same day. Only those appointed in writing will assist the Commander in applying these procedures. Technicians will countersign appointment memorandums to indicate they understand their duties and to provide original signatures and initials. Once technicians provide this information, they may perform these duties and initial control logs in signature blocks, rather than signing their full names.

b. Commanders will use the memorandum at figure 4-2 to appoint at least one person and an alternate in writing to assist in reviewing drug results daily, verifying results have been received, and confirming that results were posted correctly to all required documents. Only those persons appointed in writing will assist the Commander in verifying results. Verifiers will countersign appointment memorandums to indicate they understand their duties and to provide original signatures and initials. Once verifiers provide this information, they may perform these duties and initial control logs. Technicians will not verify their own work; a second person must verify every document, form, and label.

4-3. Training

Train coordinators and observers in proper procedures for conducting drug testing.

4-4. Coordinator duties

Coordinators will conduct drug testing in strict compliance with guidelines established in this regulation and accomplish the following:

- a. Complete USMEPCOM Form 40-8-3 (Urine Sample Custody Document) and sign all required entries. This regulation refers to this form as "USCD."
- b. Complete USMEPCOM form 40-8-4-R (Drug Testing Control Log) and initial all required entries. This regulation refers to this form as "control log."
- c. Properly package and ship urine specimens.

- d. Record drug results on SF 88.

4-5. Drug testing observer duties

Observers will accomplish the following:

- a. Escort applicants to and from latrine.
- b. Observe applicants urinating into collection cups.
- c. Ensure urine specimens are not contaminated in any way.
- d. Escort applicants to coordinator and stay with them until coordinator accepts specimens.
- e. Initial control logs for specimens whose collection the observer actually observed.

4-6. Verifier duties

Verifiers will compare ZHM002s, SFs 88, control logs, and all faxed documents to be sure the same results are correctly annotated on all documents. Technicians will not verify their own work; a second person must verify every document, form, and label.

4-7. USMEPCOM Form 40-8, Drug and Alcohol Testing Acknowledgment Form

This regulation refers to this form as “acknowledgment form.” This is the only document used as an acknowledgment form for specimens collected in the MEPS. Its use is mandatory for all MEPS. Since this is a very sensitive, legally restricted program, all persons receiving drug tests in the MEPS must complete and sign acknowledgment forms before tests are conducted.

- a. Medical briefers will read acknowledgment form aloud verbatim, explaining all parts so its contents are fully understood, then answer any questions before continuing the brief or conducting tests.
- b. Do not test applicants who do not complete and sign acknowledgment forms. There are no exceptions.
- c. Do not allow applicants who refuse to complete and sign forms to continue processing (including remaining portions of the medical examination, consultations, operations processing, and ASVAB testing). Return these applicants to Service liaisons. Allow those who change their minds and decide to complete and sign acknowledgment forms to complete processing at the MEPS Commanders discretion.
- d. Recruiting service and MEPS employees will not complete any portion of acknowledgment forms, including stamping, printing, or writing dates or SSNs, unless forms are computer generated.

4-8. Specimen numbers

- a. MIRS assigns a different specimen number to each applicant at the beginning of processing. MEPS will usually use the same number for both HIV and drug specimens.
- b. Use the same number when conducting additional tests for the same applicant because of specimen

cancellation.

c. Assign a different specimen number for the same applicant when conducting a second test after a positive first result and disqualification period has expired.

4-9. Standard Form 88, Record of Medical Examination

Complete block 50 as follows if not completed for HIV:

- a. Record test date above or to the left of “first test.”
- b. Apply specimen label above or to the left of space marked “first test.” This specimen label must match specimen labels on control log and USCD.

4-10. Administrative Requirements

Once medical processing is complete, keep original SFs 88 and 93 in medical section or in a locked cabinet located in another room if cabinet is controlled by medical section until final results return. Do not return records to files room until results are posted and verified. Post negative results on SFs 88, verify entries for accuracy, and return forms to the files room. Post positive results on SFs 88, verify entries for accuracy, prepare notification letters for CMO signature, return records to files room, and notify Services of disqualifications. Maintain ZHM002s on file in medical section for 3 years, as required by USMEPCOM Reg 601-23 and use file number 601-270a.

4-11. Applicants who cannot provide urine specimens

- a. If applicants cannot provide full urine specimens, discard partially filled bottles or use for other medical tests (pregnancy, protein, etc.). Use new specimen collection cups and shipping bottles and have applicants try again before completing medical processing.
- b. If applicants cannot provide specimens by the time the medical section finishes processing, consider medical examinations incomplete and stop processing. This specifically includes the remainder of medical examinations, some consultations, operations processing, and ASVAB testing. If the applicant requires a consult that can be obtained within 3 working days, allow the applicant to provide a specimen on that day. Applicants who do not provide specimens within 3 working days after the initial attempt will be considered as refusing to provide a specimen.
- c. Enter “2,” “7,” or “8,” in item 72 of SF 88 and use status code “L.” Enter “O” under “S” in item 76 to show an incomplete medical examination for that applicant.
- d. If an HIV specimen has already been collected, send it to the laboratory for testing.

4-12. Refusal to test

Applicants who refuse to test will not continue any part of MEPS processing. This specifically includes the remainder of medical examinations, consultations, operations processing, and ASVAB testing. Applicants who initially refuse and later change their minds may start over at the MEPS Commander’s discretion. Escort them to liaisons. Annotate SF 88 as follows:

- a. Enter "X" under first test in item 50.
- b. Mark item 72 with status code "L." Date and initial entry.
- c. Enter "O" under "S" in item 76 to show an incomplete medical examination.
- d. Applicants who eventually change their minds may test later at MEPS Commander 's discretion. When this occurs and applicants provide specimens:

- (1) Enter results in drug section under "first test" of item 50.
- (2) Line through "X" entry and initial.
- (3) Annotate item 72 "ST" with appropriate MIRS status code (P, J, L, or R), date, and initial change.

4-13. Contaminated specimens

- a. Deliberately contaminated specimens. Discard deliberately contaminated specimen and permanently disqualify applicant. Notify Program Manager immediately through Sector and submit an SIR. Contaminated specimens are those altered by adding foreign substances such as water, soda, soap, juice, etc. Do not allow applicant to bring objects or substances which could contaminate specimens to the latrine. Do not allow applicants to wash their hands until they have handed specimens over to coordinator and coordinator has transferred urine to specimen bottles, labeled bottles, and applied tamper proof seals to bottles.
- b. Accidentally contaminated specimen. Discard accidentally contaminated specimen and have applicant provide another sample. This occurs if applicant drop cups onto floor, into toilet, or into urinal before, during, or after specimen collection.
- c. Do not send contaminated specimens to the laboratory.

4-14. Prepare USCD and labels

- a. **All MEPS will, without exception, print USCDs back to back on the same sheet of paper. Laboratory will cancel all specimens listed on USCDs printed on separate sheets of paper and stapled together.**
- b. **All MEPS will, without exception, use bar coded forms and labels for all portions of drug testing.**
- c. All MEPS will, without exception, use Delrina FormFlow (DFF) to enter all drug testing information for USCDs and bottle labels except signatures. **Laboratory will cancel all specimens with handwritten information.** Correct errors by reentering information into DFF and reprinting documents and labels.

4-15. Conduct drug testing

The following procedures will establish a strict chain of custody for drug testing specimens:

- a. Give applicants urine collection cups. Label cups with applicants' names and complete SSNs. These are not bottles used to ship specimens to drug testing laboratory. Observers will not handle urine collection cups at any time after specimens have been collected.
- b. Observers will escort applicants to latrines and physically observe each applicant urinate into a specimen collection cup. Observers must see urine leave applicants' bodies and enter specimen collection cups; if this does not happen, tests are invalid.
- c. A single observer will not escort and observe more than six male or two female applicants at a time. If MEPS design limits an observer's ability to watch these numbers simultaneously, Commanders must determine a smaller number of applicants to be observed.
- d. After completion of specimen donation, observers will physically escort each group to a coordinator. Merely standing in latrine doors and watching applicants walk down passageways is insufficient. Observers will not turn groups over to another person to be escorted to coordinators; person who observes urine donation must be the same person to escort that group to coordinator.
- e. Applicants will carry their own urine specimens. Do not combine specimens in any way for one person to carry.
- f. Applicants will give their specimens to coordinators in the presence of their observers.
- g. Coordinators will transfer urine to specimen bottles (ensure bottle is at least half full) and place caps securely on bottles in the presence of applicants who provided specimens. Tighten caps securely so they will not become displaced in shipment. Do not use specimens in bottles for any purpose other than drug testing.
- h. Use excess urine left in original specimen collection cups for other testing required for medical examinations (pregnancy, etc.).
- i. Prepare bottle labels.
 - (1) Show specimen number in space provided after "specimen ID."
 - (2) Show SSN in space provided after "SSN."
 - (3) Show collection date in space provided after "DATE."
- j. Applicants will initial bottle labels (immediately before coordinators place labels on bottles) to verify specimen ownership and certify information shown on labels is correct, then physically observe coordinators placing labels on bottles.
 - (1) If applicant initialed the wrong bottle label or there are other mistakes on label, label has

already been attached to bottle, and applicant is still present, pour sample into another bottle, prepare another label, and start verification process over again.

(2) If multiple sample bottles are involved with mismatched or erroneous labels, discard all involved specimens, prepare new labels, and start collection process all over again. Do not attempt to correct initials on bottle labels or sort out specimens.

k. Coordinators will:

(1) Attach labels to bottles in the presence of applicants who provided specimens.

(2) Complete control logs.

(a) Applicants will sign control logs to verify information on control log and bottle label is correct.

(b) Observers will initial control logs only for those entries observed. **Observers will initial each entry individually.** Observers will not print their names on control logs.

(3) Place tamper proof seals on bottles. Place seal over end of specimen label, across top of cap and down the other side. Be careful not to cover or obscure bar code label with seal. Since tamper proof seals are very fragile, be careful in their application. If seals break, apply new ones and annotate "remarks" section of USCD to show breakage. **Since broken seals and/or replacement seals without remarks section comments suggest tampering, laboratory will cancel those specimens and this omission cannot be corrected.**

(4) Place specimen bottles in a box.

(5) Place matching specimen labels on SFs 88 in item 50 above or to the left of space annotated "Place First Specimen ID Label Here."

(6) Place USCD on top of specimens inside the box when all entries are complete. Keep boxes in a secure area until ready for shipment. A secure area is a lockable room or container (storage locker or cabinet, etc.). Only those persons designated in writing have access to a secure area. Post a memorandum granting access on or near each door of the secure storage area.

4-16. Drug and Alcohol Testing Control Log

Technicians, applicants, and verifiers must complete control log, as follows:

a. Specimen ID number: DFF prefills with both bar code and numeric specimen number.

b. SSN: DFF prefills with both bar code and numeric specimen number.

c. APPLICANT SIGNATURE: Applicants will sign control logs to verify information on control log and bottle label is correct.

1 May 1999

IMC 13, USMEPCOM Reg 40-8

d. TECH INITIALS: Observer will initial for each specimen donation actually observed. Observer will initial each block individually and will not line through the column and initial along the line.

e. RESULT: Technician will enter results on the same workday that they return to the MEPS from the host computer or by fax from Sector.

f. SOURCE AND DATE: Technician will identify the source of the results. For instance, enter ZHM002 for host generated results or FAX for results faxed from Sector.

g. VERIFIER INITIALS AND RELEASE DATE: Verifier will confirm that results shown on the control log match those on the ZHM002 and were correctly transcribed onto the SF 88 and any other required documents. The person annotating results on control log cannot verify those same results; a different person must verify results. There are no exceptions. Verification must occur on the same workday that the technician annotates results on the control log.

h. RECEIVER INITIALS AND RECEIVE DATE: The person receiving records from the technician or verifier will initial and date this block to show the date actually received.

4-17. Complete Urine Sample Custody Document

Use DFF to complete USCD as follows and **print 3 original documents (laboratory cannot use copies)**:

a. Block 1 - Submitting Unit. DF prefills MEPS name. Do not enter address.

b. Block 2 - Laboratory name. DFF prefills laboratory name. Do not enter address.

(1) All MEPS, except Honolulu, will show "NDSL."

(2) Honolulu MEPS will show "TAMC."

(3) Do not ship specimens for testing under the provisions of this regulation to any other testing laboratory unless specifically coordinated with Program Manager, regardless of circumstances or Service desires.

c. Block 3 - Laboratory Batch Number. Leave blank--testing laboratory use only. DFF will not allow data entry for this block.

d. Block 4 - Certification. Leave blank--testing laboratory use only. DFF will not allow data entry for this block.

e. Block 5. Name, Signature, and Title of Certifying Official. Leave blank--testing laboratory use only. DFF will not allow data entry for this block.

f. Block 6. Date. Leave blank--testing laboratory use only. DFF will not allow data entry for this block.

1 May 1999

IMC 13, USMEPCOM Reg 40-8

g. Block 7. MEPS ID/Specimen number. DFF prefills blocks with bar codes and numeric specimen numbers. Be sure these numbers match those on SFs 88, specimen bottles, and control logs.

Laboratory will cancel specimen if this information does not match bottles.

h. Block 8 - SSN. DFF prefills blocks with bar codes and numeric specimen numbers. Be sure these numbers match those on SFs 88, specimen bottles, and control logs. **Laboratory will cancel specimen if this information does not match bottles.**

i. Block 9. Disc Code. Leave blank--testing laboratory use only. DFF will not allow data entry for this block.

j. Block 10 - Laboratory Accession. Leave blank--testing laboratory use only. DFF will not allow data entry for this block.

k. Block 11 - Results. Leave blank--testing laboratory use only. DFF will not allow data entry for this block.

l. Block 12 was deliberately omitted.

4-18. Complete USCD (Reverse)

a. Coordinators will not place specimens into temporary storage except for overnight storage or change of custody when one coordinator turns specimens over to another coordinator. All other specimens collected during the day are considered work in progress.

b. **NORMAL DAYS.** This entry requires one line if specimens are not placed into temporary storage or given to another coordinator.

(1) Block 13. Date. DFF prefills date. **If this information is missing or does not match bottles, laboratory will cancel all specimens.**

(2) Block 14. Released. Sign in signature block. DFF prefills name block. **If this information is missing, laboratory will cancel all specimens.**

(3) Block 15. Received. DFF prefills "courier" in signature block. **If this information is missing, laboratory will cancel all specimens.** Leave name block blank. DFF will not allow data entry for this block.

(4) Block 16. Purpose of change. DFF prefills "shipment." **If this information is missing, laboratory will cancel all specimens.**

c. **OVERNIGHT STORAGE.** Use this set of entries for specimens held in MEPS overnight because of Saturday openings, late arrivals (mission day), holidays, long weekends, training days, late courier, etc. Overnight storage requires three lines:

(1) Place specimens into temporary storage and annotate first line:

(a) Block 13. Date. DFF prefills date. **If this information is missing or does not match bottles, laboratory will cancel all specimens.**

(b) Block 14. Released. Sign in signature block. DFF prefills name block. **If this information is missing, laboratory will cancel all specimens.**

(c) Block 15. Received. DFF prefills “temporary storage” in signature block. **If this information is missing, laboratory will cancel all specimens.** Leave name block blank. DFF will not allow data entry for this block.

(d) Block 16. Purpose of change. DFF prefills “overnight storage.” **If this information is missing, laboratory will cancel all specimens.**

(2) Remove specimens from temporary storage and annotate second line:

(a) Block 13. Date. DFF prefills date. **If this information is missing, the same as date placed into storage, or the same as bottles, laboratory will cancel all specimens.**

(b) Block 14. Released. DFF prefills “temporary storage” in signature block. **If this information is missing, laboratory will cancel all specimens.** Leave name block blank. DFF will not allow data entry for this block.

(c) Block 15. Received. Sign in signature block. DFF prefills name block. **If this information is missing, laboratory will cancel all specimens.**

(d) Block 16. Purpose of change. DFF prefills “awaiting shipment.” **If this information is missing, laboratory will cancel all specimens.**

(3) Release to courier and annotate third line:

(a) Block 13. Date. DFF prefills date. **If this information is missing or does not match date in line two, laboratory will cancel all specimens.**

(b) Block 14. Released. Sign in signature block. Be sure to complete name block. **If this information is missing, the laboratory will cancel all specimens.**

(c) Block 15. Received. DFF prefills “courier” in signature block. **If this information is missing, the laboratory will cancel all specimens.** Leave name block blank. DFF will not allow data entry for this block.

(d) Purpose of change remarks: DFF prefills “Shipment.” **If this information is missing, the laboratory will cancel all specimens.**

1 May 1999

IMC 13, USMEPCOM Reg 40-8

d. CHANGED COORDINATORS (NORMAL DAY WITHOUT TEMPORARY STORAGE).

Changing coordinators requires two lines if second coordinator gives specimens to courier without using temporary storage on a normal day.

(1) First coordinator gives specimens to second coordinator.

(a) Block 13. Date. DFF prefills collection date. **If this information is missing or does not match bottles, laboratory will cancel all specimens.**

(b) Block 14. Released. First coordinator will sign in signature block. DFF prefills name block. **If this information is missing, laboratory will cancel all specimens.**

(c) Block 15. Received. Second coordinator will sign in signature block. DFF prefills name block. **If this information is missing, laboratory will cancel all specimens.**

(d) Block 16. Purpose of change. DFF prefills "change coordinators." **If this information is missing, laboratory will cancel all specimens.**

(2) Second coordinator takes responsibility for giving specimens to courier, etc.

(a) Block 13. Date. DFF prefills collection date. **If this information is missing or does not match date in line 1, laboratory will cancel all specimens.**

(b) Block 14. Released. Second coordinator will sign in signature block. DFF prefills name block. **If this information is missing, laboratory will cancel all specimens.**

(c) Block 15. Received. DFF prefills "courier" in signature block. **If this information is missing, laboratory will cancel all specimens.** Leave name block blank. DFF will not allow data entry for this block.

(d) Block 16. Purpose of change. DFF prefills "shipment." **If this information is missing, laboratory will cancel all specimens.**

e. CHANGED COORDINATOR (OVERNIGHT STORAGE). Change in coordinators with overnight storage requires four lines.

(1) First coordinator gives specimens to second coordinator.

(a) Block 13. Date. DFF prefills collection date. **If this information is missing or does not match bottles, laboratory will cancel all specimens.**

(b) Block 14. Released. First coordinator will sign in signature block. DFF prefills name block. **If this information is missing, laboratory will cancel all specimens.**

(c) Block 15. Received. Second coordinator will sign in signature block. DFF prefills name block.

1 May 1999

IMC 13, USMEPCOM Reg 40-8

If this information is missing, laboratory will cancel all specimens.

(d) Block 16. Purpose of change. DFF prefills “change coordinators.” **If this information is missing, laboratory will cancel all specimens.**

(2) Second coordinator takes responsibility for storing specimens, etc.

(a) Block 13. Date. DFF prefills collection date. **If this information is missing or does not match date in line 1, laboratory will cancel all specimens.**

(b) Block 14. Released. Second coordinator will sign in signature block. DFF prefills name block. **If this information is missing, laboratory will cancel all specimens.**

(c) Block 15. Received. DFF prefills "temporary storage" in signature block. Leave name block blank. **If this information is missing, laboratory will cancel all specimens.**

(d) Block 16. Purpose of change. DFF prefills “overnight storage.” **If this information is missing, laboratory will cancel all specimens.**

(3) Remove specimens from temporary storage and annotate third line:

(a) Block 13. Date block. DFF prefills shipment date. **If this information is missing, the same as date in line 1, or the same as bottles, laboratory will cancel all specimens.**

(b) Block 14. Released. DFF prefills “temporary storage” in signature block. **If this information is missing, laboratory will cancel all specimens.** Leave name block blank. DFF will not allow data entry for this block.

(c) Block 15. Received. Sign in signature block. DFF prefills name block. **If this information is missing, the laboratory will cancel all specimens.**

(d) Block 16. Purpose of change. DFF prefills “Awaiting Shipment.” **If this information is missing, the laboratory will cancel all specimens.**

(4) Release to courier and annotate fourth line:

(a) Block 13. Date block. DFF prefills shipment date. **If this information is missing or different from date in line 3, laboratory will cancel all specimens.**

(b) Block 14. Released. Sign in signature block. DFF prefills name block. **If this information is missing, laboratory will cancel all specimens.**

(c) Block 15. Received. DFF prefills “courier” in signature block. **If this information is missing, laboratory will cancel all specimens.** Leave name block blank.

1 May 1999

IMC 13, USMEPCOM Reg 40-8

(d) Block 16. Purpose of change. DFF prefills “Shipment.” **If this information is missing, laboratory will cancel all specimens.**

f. Leave Block 17, Comments Section, blank except to document broken tamper proof seal replacement, opened and resealed boxes, or explain unusual circumstances involving drug testing. For example, “Specimens collected on 5 January 1998 were held in temporary storage until 13 January 1998 because of severe snow storm.”

4-19. Prepare specimens for shipment

Coordinator will prepare specimens as follows:

- a. Print 3 original USCDs because the laboratory cannot accept copies.
- b. Place 3 sheets of paper toweling in the bottom of the specimen box.
- c. Place specimen bottles in box. Do not delay shipment of specimens because box is not full. Turn empty specimen bottles upside down in box and ship to laboratory along with filled bottles. Do not attach labels or mark bottles to suggest bottles ever contained specimens, but leaked in shipment.
- d. Place a completed and signed USCD on top of bottles in shipping container.
- e. Close box and seal by wrapping 1-inch wide tape completely around box’s narrowest part to ensure box cannot open during shipment and assure testing laboratory the box has not been tampered with.
- f. Insert a completed and signed USCD in a waterproof self-sticking envelope. Seal envelope and attach to top of box.
- g. Place box with attached USCD into a plastic bag. Do not use zip lock bags provided by HIV laboratory. Close bag and fold open end over. Wrap 1-inch tape completely around bag.
- h. Place box into a courier-supplied shipping package. Seal shipping containers before releasing them to courier.
- i. Keep package in a locked area (file cabinet, storage locker, etc.) with limited access (only those designated in writing may enter) until courier arrives. Post access memorandum on or near door of room or storage container.
- j. Contract courier will pick up packaged specimens each day for delivery to laboratory.
- k. Retain third original USCD for files.

4-20. Courier pickup

Couriers will not inspect specimen bottles or shipping containers for any reason. Do not release packages until courier provides receipts (air bills or bills of lading). If courier provides a single air bill for multiple containers, include copies of air bill with each shipping container and write number of boxes on air bill.

1 May 1999

IMC 13, USMEPCOM Reg 40-8

4-21. Specimen shipment

a. All MEPS, except Honolulu, will ship specimens to laboratory by overnight courier. Honolulu MEPS will deliver its specimens daily to TAMC laboratory.

b. Ship urine specimens collected during Saturday openings to laboratory the next working day. Place specimens in temporary storage. Do not request Saturday pick up.

4-22. Suspense drug test results

Suspense drug tests (use date of shipment, not date of test) to be sure results are received.

a. At least 1 full day's drug results should arrive in each morning's communication with host computer. If communication does not provide any results, contact Sector immediately for help.

b. Suspense individual results for 7 working days, then fax requests for results to Sector. When results return by fax, MEPS will enter results into MIRS using "BODO" transaction.

4-23. Drug test results

Testing laboratory will transmit results to USMEPCOM's host computer each night through electronic interface. Results will post to host database and transmit to MEPS during nightly communication. Honolulu MEPS receives copies of USCDs from TAMC with results annotated and manually enters results into MIRS. See chapter 6 for result codes.

4-24. Canceled specimens

a. Occasionally, laboratory will decline to test specimens or Program Manager determines chain of custody is legally insufficient and MEPS will receive a two-position numeric cancellation code instead of alpha results codes. First number appears in marijuana block and second appears in cocaine block.

b. See chapter 6 for cancellation codes. Cancellation codes are interchangeable for HIV and drug specimens.

c. Applicants receiving cancellation codes must provide additional specimens before shipping to basic training.

d. Applicants will not return to MEPS solely for drug testing unless processing for programs which require drug results before school commitment. It is imperative that MEPS employees flag records for all cancelled specimens so when applicants return to MEPS, they can provide specimens because DOD may not grant an exception to policy.

4-25. Requests for exceptions to policy

Commanders or Operations Officers will use projection lists, etc., to review results and forward requests for exceptions to policy, through Sector, to Program Manager on the last working day before shipping day. Program Manager will request exceptions, as necessary, from Assistant Secretary of Defense and return approved or denied exceptions through Sector to MEPS. Program Manager will not request exceptions if negative HIV results have not returned, drug specimens have been at laboratory for more than one day, applicant previously tested positive, applicant previously refused to test, or applicant

1 May 1999

IMC 13, USMEPCOM Reg 40-8

previously was unable to provide a specimen. Complete USMEPCOM Form 40-8-11-R-E, Exception to Policy, as follows:

a. MEPS will complete "MEPS REQUEST":

(1) Enter "X" only if specimen was previously collected and is at laboratory for testing. Do not enter "X" in anticipation of specimen collection on ship day. Enter date specimen was collected.

(2) Enter "X" only if applicant never tested before. Enter explanation.

(3) Enter "X" only if specimen was previously submitted for testing, but was canceled by laboratory. Enter original collection date.

(4) Enter "X" only if negative HIV results have returned. Enter date HIV results returned.

(5) Enter applicant's first and last names, SSN, and SPF in appropriate blocks.

(6) Commander or Operations Officer will sign appropriate block, circle "MEPS Commander" or "Operations Officer," and enter date.

(7) Provide copy of ZHM005 or mismatch roster for proof of negative HIV results.

b. Sector representative will complete "SECTOR ENDORSEMENT":

(1) Enter "X" only if recommending approval of exception. Add comments, if necessary.

(2) Enter "X" only if recommending disapproval. Add comments, if necessary.

(3) Sign appropriate block and enter date.

(4) Provide SSN pull pages 5 and 15 and PCN ZHM005 or HIV laboratory database print out.

c. Program Manager will complete "HEADQUARTERS ENDORSEMENT":

(1) Enter "X" only to indicate denial of exception.

(2) Enter "X" only to indicate approval of exception.

(3) Enter "X" to require MEPS to collect specimen on ship day.

(4) Enter "X" to require Service Liaison to send results to training center.

(5) Enter "X" to allow MEPS to ship applicant before results return.

(6) Enter "X" to require MEPS to contact Sector for positive results.

(7) Sign and date form under "INDIVIDUAL RELAYING EXCEPTION TO POLICY." Note that

1 May 1999

IMC 13, USMEPCOM Reg 40-8

only the Program Manager, HIV/DAT NCO, and Command Surgeon are authorized to sign this form to forward exceptions. Signatures of all other persons are specifically prohibited.

d. If people shipping on exceptions receive positive results, Commander or Operations Officer will contact Sector immediately. Sector will immediately coordinate all action with Program Manager. MEPS will not discuss results with Recruiting Services without written authorization from Program Manager through Sector.

4-26. Recording initial drug test results

Technician will copy initial test results from PCN ZHM002 to SF 88 of each applicant. Honolulu MEPS will transcribe results from USCDs provided by TAMC to SF 88 and enter results into MIRS.

a. Initial negative results.

(1) Record negative results as "NEG" under "First Test" of item 50.

(2) Enter "N" in "code" block under "First Test."

b. Initial positive results.

(1) Record positive results as "POS" under "First Test" of item 50.

(2) Make an entry in "Code" block under "First Test." Enter "M" if positive THC. Enter "C" if positive cocaine. Enter "MC" if positive THC and cocaine.

(3) Change profile entry in item 76 (under "S" in PULHES) to "3T."

(4) Enter appropriate disqualifying code in item 78. If positive THC, enter "4M." If positive cocaine, enter "4C." If positive for both THC and cocaine, enter "4M/4C."

(5) If CMO interviews applicants and determines cocaine dependency, enter "4D" in item 78. There is no DOD code for marijuana dependency.

4-27. Second test procedures and results

Reschedule applicants who initially tested positive and return for second tests at recruiting service discretion if disqualification periods have expired. Second test procedures are similar to those shown for first tests. **Commanders will allow these applicants to enter DEP pending return of results.**

a. MIRS must generate a new specimen number--one never used before for HIV or drug tests.

b. Place the new specimen label in item 50.

c. Enter "8" in Item 72 under WK and "P" under ST.

d. Change "3T" under "S" in PULHES to "1" or "2." Date and initial entry.

1 May 1999

IMC 13, USMEPCOM Reg 40-8

- e. Post results and codes in drug section under “Second Tests.”
- f. For negative second drug test results, accomplish the following:
 - (1) Enter results and codes in item 50.
 - (2) Line through disqualifying code in item 78, date and initial.
- g. For positive second drug test results, accomplish the following:
 - (1) Enter results and codes in item 50 on SF 88.

(2) Do not change item 76. Item 78 will remain unchanged if applicant tested positive for the same drug. If conditions have changed, make new entries in item 78. Enter “4M” if positive for marijuana, “4C” if positive for cocaine, “4M/4C” if positive for both marijuana and cocaine, and if CMO interviews applicants and determines cocaine dependence, enter “4D” instead of “4C.”

4-28. Notify Recruiting Services of results

Provide recruiting service liaison offices daily rosters showing drug test results and applicant eligibility status. If recruiting service liaison offices have MIRS interface, MEPS will not provide paper copies.

4-29. Notify applicants of positive results

- a. CMO or acting CMO must notify applicants of positive results by letter. CMO or acting CMO will sign each letter advising applicant of positive results and ineligibility for military service. Signatures of other personnel are prohibited. All MEPS will use DF to generate disqualification letters--there are no exceptions..
- b. Maintain a list of civilian drug and alcohol abuse treatment facilities as required by USMEPCOM Reg 40-1. Enclose a copy of this list with the notification letter.
- c. Place letter in a sealed envelope and use first class mail. Do not use registered or certified mail.
- d. Notify parents of drug positive minors in accordance with USMEPCOM Reg 40-1. Married minors are emancipated.

4-30. Communication with drug testing laboratory

Communication with testing laboratory is deliberately restricted. Sectors and MEPS will not contact laboratory under any circumstances. Refer all questions or comments concerning testing or laboratory procedures through Sector to Program Manager.

4-31. Lost or missing shipments

If results do not return in morning communication, MEPS may be asked to gather shipment information such as name and address of person to whom delivery was actually made and date and time of delivery. If shipment is lost, submit a Serious Incident Report giving this information and number of specimens involved.

1 May 1999

IMC 13, USMEPCOM Reg 40-8

(Letterhead Stationery)

MEPCW-MIL (MARKS)

(DATE)

MEMORANDUM FOR SGT WALLY ENGEL

SUBJECT: Appointment as Drug Testing Observer and Coordinator

1. Reference USMEPCOM Reg 40-8, Department of Defense (DOD) Preaccession Drug and Alcohol Testing (DAT) and Human Immunodeficiency Virus (HIV) Antibody Testing Programs.
2. You are appointed drug testing observer and coordinator as required by the reference.
3. Read the reference carefully and perform all duties in strict accordance with its policies and procedures. Ensure all specimens are properly collected, prepared, and packaged for shipment each day. Verify all procedures have been correctly followed, then correctly complete and sign or initial all required documents.
4. You may perform both observer and coordinator duties, but you will not perform both duties on the same day.
5. It is critical that you perform these duties with the utmost accuracy. Poor or negligent performance of these duties is unacceptable and will not be tolerated.
6. You may be required to submit statements or give testimony in legal proceedings concerning MEPS tests.
7. This appointment will end with termination of your current assignment or at my discretion.

CHARLES T. SURLES
Lieutenant Colonel, USMC
Commanding

I have read and understand the reference and will perform all duties in strict accordance with its provisions.

Printed Name

Signature

Initials

Date

Figure 4-1. Observer and Coordinator Appointment Memorandum

1 May 1999

IMC 13, USMEPCOM Reg 40-8

(Letterhead Stationery)

MEPCW-MIL (MARKS)

(DATE)

MEMORANDUM FOR CPT Merle Schneider

SUBJECT: Appointment as Drug Results Verifier

1. Reference USMEPCOM Reg 40-8, Department of Defense (DOD) Preaccession Drug and Alcohol Testing (DAT) and Human Immunodeficiency Virus (HIV) Antibody Testing Programs.
2. You are appointed drug results verifier as required by the reference.
3. Read the reference carefully and perform all duties in strict accordance with its policies and procedures. Ensure all results are correctly annotated on Standard Forms 88, Reports of Medical Examination, and drug testing control logs, and then compare both documents to the results shown on USMEPCOM PCN ZHM002s. Initial and date drug testing control logs to show results have been verified.
4. It is critical that you perform these duties with the utmost accuracy. Poor or negligent performance of these duties is unacceptable and will not be tolerated.
5. You may be required to submit statements or give testimony in legal proceedings concerning MEPS tests.
6. This appointment will end with termination of your current assignment or at my discretion.

CHARLES T. SURLES
Lieutenant Colonel, USMC
Commanding

I have read and understand the reference and will perform all duties in strict accordance with its provisions.

Printed Name

Signature

Initials

Date

Figure 4-2. Drug results verifier appointment memorandum

1 May 1999

IMC 13, USMEPCOM Reg 40-8

(Letterhead Stationery)

MCOW-MI (MARKS)

(Date)

Medical Section

Mr. John Doe
212 Main Street
Milwaukee, Wisconsin 53203-2288

Dear Mr. Doe:

This letter informs you of your temporary disqualification for military service as a result of your recent medical examination.

A urine test taken as part of your medical examination to determine military service eligibility showed a disqualifying amount of marijuana in your urine at that time. To make sure, a second test was conducted on the same specimen and again obtained disqualifying results.

You are disqualified for 6 months because of marijuana use at the time of examination.

You may wish to consider seeking medical advice concerning marijuana use. Please contact one of the drug and alcohol treatment facilities at the enclosure for guidance.

Sincerely,

Mary Luz Fuentes, M.D.
Chief Medical Officer

Enclosure

Figure 4-3. Mail notification letter advising applicant of positive marijuana results (first test)

1 May 1999

IMC 13, USMEPCOM Reg 40-8

(Letterhead Stationery)

(Date)

Medical Section

Mr. John Doe
212 Main Street
Milwaukee, Wisconsin 53203-2288

Dear Mr. Doe:

This letter informs you of your temporary disqualification for military service as a result of your recent medical examination.

A urine test taken as part of your medical examination to determine military service showed a disqualifying amount of cocaine in your urine at that time. To make sure, a second test was conducted on the same specimen and again obtained disqualifying results.

You are disqualified for 12 months because of cocaine use at the time of examination.

You may wish to consider seeking medical advice concerning cocaine use. Please contact one of the drug and alcohol treatment facilities at the enclosure for guidance.

Sincerely,

Mary Luz Fuentes, M.D.
Chief Medical Officer

Enclosure

Figure 4-4. Mail notification letter advising applicants of positive cocaine results (first test)

1 May 1999

IMC 13, USMEPCOM Reg 40-8

(Letterhead Stationery)

(Date)

Medical Section

Mr. John Doe
212 Main Street
Milwaukee, Wisconsin 53203-2288

Dear Mr. Doe:

This letter informs you of your temporary disqualification for military service as a result of your recent medical examination.

A urine test taken as part of your medical examination to determine military service eligibility showed a disqualifying amount of both marijuana and cocaine in your urine at that time. To make sure, a second test was conducted on the same specimen and again obtained disqualifying results.

You are disqualified for 12 months because of marijuana and cocaine use at the time of examination.

You may wish to consider seeking medical advice concerning marijuana and cocaine use. Please contact one of the drug and alcohol treatment facilities at the enclosure for guidance.

Sincerely,

Mary Luz Fuentes, M.D.
Chief Medical Officer

Enclosure

Figure 4-5. Mail notification letter advising applicants of both positive marijuana and cocaine results (first test)

1 May 1999

IMC 13, USMEPCOM Reg 40-8

(Letterhead Stationery)

MCO-WMI (MARKS)

(Date)

Medical Section

Mr. John Doe
212 Main Street
Milwaukee, Wisconsin 53203-2288

Dear Mr. Doe:

This letter informs you of your temporary disqualification for military service as a result of your recent medical examination.

A drug test taken as part of your medical examination to determine military service eligibility showed a disqualifying amount of marijuana in your urine at that time. To make sure, a second test was conducted and again obtained disqualifying results.

Since this is your second positive drug or alcohol test, you are disqualified for 24 months because of marijuana use at the time of examination.

You may wish to consider seeking medical advice concerning marijuana use. Please contact one of the drug and alcohol treatment facilities at the enclosure for guidance.

Sincerely,

Mary Luz Fuentes, M.D.
Chief Medical Officer

Enclosure

Figure 4-6. Personal notification letter advising applicant of positive marijuana results (second test)

1 May 1999

IMC 13, USMEPCOM Reg 40-8

(Letterhead Stationery)

(Date)

Medical Section

Mr. John Doe
212 Main Street
Milwaukee, Wisconsin 53203-2288

Dear Mr. Doe:

This letter informs you of your temporary disqualification for military service as a result of your recent medical examination.

A drug test taken as part of your medical examination to determine military service eligibility showed a disqualifying amount of cocaine in your urine at that time. To make sure, a second test was conducted and again obtained disqualifying results.

Since this is your second positive drug or alcohol test, you are disqualified for 24 months because of cocaine use at the time of examination.

You may wish to consider seeking medical advice concerning cocaine use. Please contact one of the drug and alcohol treatment facilities at the enclosure for guidance.

Sincerely,

Mary Luz Fuentes, M.D.
Chief Medical Officer

Enclosure

Figure 4-7. Personal notification letter advising applicants of positive cocaine results (second test)

1 May 1999

IMC 13, USMEPCOM Reg 40-8

(Letterhead Stationery)

(Date)

Medical Section

Mr. John Doe
212 Main Street
Milwaukee, Wisconsin 53203-2288

Dear Mr. Doe:

This letter informs you of your temporary disqualification for military service as a result of your recent medical examination.

A drug test taken as part of your medical examination to determine military service eligibility showed disqualifying amounts of both marijuana and cocaine in your urine at that time. To make sure, a second test was conducted and again obtained disqualifying results.

Since this is your second positive drug or alcohol test, you are disqualified for 24 months because of marijuana and cocaine use at the time of examination.

You may wish to consider seeking medical advice concerning marijuana and cocaine use. Please contact one of the drug and alcohol treatment facilities at the enclosure for guidance.

Sincerely,

Mary Luz Fuentes, M.D.
Chief Medical Officer

Enclosure

Figure 4-8. Notification letter advising applicant of both positive marijuana and cocaine results on the same test (second test)